

**Request for Application (RFA)  
to Participate in the  
Stewart B. McKinney Homeless Assistance Act**

**Three-Year Grant Cycle  
2000 – 2003**

**Introduction**

The California Department of Education (CDE) invites local educational agencies (LEAs) to participate in the federally funded Stewart B. McKinney Homeless Assistance Act via a Request for Application (RFA) grant process. Funds are administered by the CDE, Academic Support Office, and sub-granted to LEAs. The intent of the sub-grants to LEAs is to facilitate the enrollment, attendance, and success in school of homeless children and youth; and to ensure children and youth who are homeless equal access to the same free, appropriate public education, as provided to all other students.

Applications must be received by the CDE, Academic Support Office, by 5:00 p.m. on May 19, 2000.

*Note: Applicants are advised that a US Postal Service postmark is not documentation as proof of receipt of any application. In addition, overnight delivery services do not necessarily deliver in one day. It is the applicant's responsibility to ensure that the application is received on, or prior to, the stated due date.*

**This application packet includes the following:**

Background and History	Page 2
Purpose of Stewart B. McKinney Homeless Assistance Act Grants	Page 2
Application Review and Grant Award Process	Pages 3-5
Application Guidelines and Forms:	
Part I: Application Information	Pages 5-6
Part II: Application Assurances	Page 7
Part III: Application Narrative (Sections A-F)	Pages 8-9
Part IV: Itemized Budget and Brief Explanation of Object Codes Listed As A Separate Document	
Part V: Attachments	Page 10
Memorandum(s) of Understanding	
Letter(s) of Support	

## **Background and History**

In July 1987 Congress passed the Stewart B. McKinney Homeless Assistance Act. This Act was an omnibus bill designed to assist homeless individuals through improving such services as emergency shelters, health care, and job training. Subtitle VII-B of the Act specifically addresses the education of homeless children and youth. In 1994, the Improving America's School Act (IASA) was signed into law. This Act provided a framework for federal support for education and represented a major vehicle to advance the quality of teaching and learning for all students, including students served through the Stewart B. McKinney Act. It is the policy of the US Congress that students living in homeless situations be provided opportunities to meet the same challenging content and performance standards to which all other students are held accountable. The McKinney Act emphasizes the critical need for collaboration and coordination between the local educational agency, other agencies providing services to homeless children and youth, as well as other state and federal educational programs.

## **Purpose of Stewart B. McKinney Homeless Assistance Act Grants**

Since 1988, the CDE has administered federal McKinney Act program funds. These funds are used to facilitate the enrollment, attendance, and success in school of homeless children and youth. Although funding levels for 2000-2003 are uncertain at this time, grant award amounts will be based on anticipated funding levels.

Services may be provided through programs on school grounds or at other facilities. Such services should not replace the regular academic program and shall be designed to expand upon or improve services provided as part of the school's regular academic program. Where such services are provided through programs to homeless students on school grounds, schools may provide services to other children and youth who are determined by the LEA to be at risk of failing in, or dropping out of school in the same setting or classroom. To the maximum extent practicable, services should be provided through existing programs and mechanisms that integrate homeless individuals with non-homeless individuals. Homelessness alone should not be sufficient reason to separate students from the mainstream school environment.

## **State Efforts**

Based on current legislation, the recommendations of the reading and mathematics task forces, and the priorities of the State Superintendent of Public Instruction, current state efforts are focused on the subject matter content areas of reading and mathematics. In a similar fashion, to enable homeless children and youth to achieve the same high expectations set for all students, the application process for McKinney funds will include a focus on reading and mathematics.

## **Applicant Eligibility**

LEAs (county offices of education and school districts) are eligible and encouraged to apply for Stewart B. McKinney Homeless Assistance Act funds.

### **Application Review and Grant Award Process**

All proposals meeting RFA requirements will be read and scored by a reading team. This team will consist of a broad base of representatives from schools (teachers and administrators), district/central offices, private and community foundations, county offices of education, and the CDE. Other experts may be consulted as needed.

### **Criteria and Scoring System**

A competitive review of the quality of the application will be the primary criterion for the selection of grantees. Grants will be distributed to LEAs representing northern, central, and southern California from urban, suburban, and rural areas.

### **Initial Screening**

All proposals will be screened for compliance with the RFA process. Applications must:

- a) be received by CDE, Academic Support Office, by 5:00 p.m. on May 19, 2000 (faxed applications will not be accepted);
- b) contain requested information and appropriate signatures in Part I: Application Information, and Part II: Application Assurances;
- c) be limited to 15 single-spaced pages, using 12 font type and one inch margins in Part III: Application Narrative (narrative pages beyond page 15 will not be read);
- d) include an itemized budget in Part IV: Attachments. Budgets in years two and three of the grant cycle will be based on the original award amount and on submitting a continuation application for years two and three.

### **Scoring Process**

Each application will be rated on its own merit. Each application will be scored independently by two trained readers.

### **Length of Award Period**

McKinney Homeless Assistance Act grants will be made available for a three-year period, October 1, 2000 through September 30, 2003. Funding is contingent upon federal allocations to the CDE. On an annual basis, the LEA sub-grantee will submit to the CDE a request for continuation funding with an appropriate budget. Continuance of the award is based on the success and performance of the prior year's award. It is the goal of the CDE to assist sub-grantees to build on past experiences through the continuation application process. LEA sub-grantee continuation applications will offer continuity, predictability and meaningful program development for children and youth who are homeless and their families in California.

### **Determination of Award Amounts**

The actual amount of funding awarded to grant applicants will depend upon how well the application budget supports the proposed program based on the number of students served, the array of services to be provided, and services and resources that may be available from other agencies. Amounts requested should be commensurate with the scope of the planned program. Program amount(s) that can be requested range from \$50,000 to \$150,000.

Generally, if an applicant's program application is well-justified in terms of the needs, and the budget submission is realistic and well supported, and the applicant demonstrates an ability to meet the needs of students living in homeless situations, the application will be funded at the level requested. The CDE reserves the right to fund applications at a lesser amount if it is judged that the application can be implemented with less than the original level requested, or federal funding is not sufficient to fully fund all applications that merit award. The CDE and/or the sub-grantee may terminate the grant given a thirty-day notice.

### **Award Notification and Issuance of Funds**

Initial notification of awards will be made in writing. Final grant award notification will be made by September 1, 2000. Issuance of funds will be made as follows: 50% of grant award in January 2001, 25% in May 2001, and 25% in October 2001, pending CDE's receipt of the final expenditure and summary program reports. The grant award period is from October 1, 2000 to September 30, 2003, contingent upon federal funds and successful request for continuation funding by the LEA sub-grantee.

### **Grant Award Appeal Process**

If an applicant alleges that CDE violated a state or federal statute or regulation during the application process in whole or in part, the applicant may file an appeal within thirty days of receiving the initial award notification by submitting a letter stating the violation to Attention: Thomas Lugo, Manager, California Department of Education, Academic Support Office, 721 Capitol Mall, 3<sup>rd</sup> Floor, Sacramento, CA 95814.

The appeal must cite the statute or regulation and describe the factors that caused the applicant to allege that CDE violated the statute or regulation. Within thirty days after receiving the appeal, CDE shall hold a hearing on the record, entirely on the basis of written submissions, and shall review its actions. No later than 10 days after the appeal hearing, CDE shall issue its written ruling, including findings of fact and reasons for the ruling.

If CDE does not rescind its action on the application, the applicant may file a notice of appeal with the Secretary, US Department of Education. The notice must be filed within twenty days after the applicant has been notified by CDE of the results of CDE's review. If supported by substantial evidence, findings of fact of CDE are final.

Final notification of awards to eligible local educational agencies will be provided following the completion of the appeal process.

### **Application Information 2000 – 2003**

Applicants must submit one (1) signed original application and four (4) copies. Applications must be received by the CDE, Academic Support Office, by 5:00 p.m. on May 19, 2000.

Please send applications to:

Attention: Karen Lints, Associate Governmental Program Analyst  
California Department of Education  
Academic Support Office  
721 Capitol Mall, 3rd Floor  
Sacramento, California 95814

**Part I: Application  
2000-2003**

*Note: Local education agency sub-grant awards are contingent upon the California Department of Education's receipt of a Stewart B. McKinney Homeless Assistance Act grant for fiscal year 2000-2001 from the United States Department of Education.*

**Please Print or Type**

Name of Local Education Agency (LEA)	
Address	
City, State, Zip Code	
Program Title	
Total Funds Requested: FY 2000-01 _____	
County	County/District Code
Contact Person _____	
Title _____	
Telephone _____	
Name of Superintendent or Designee	
Telephone _____	
Signature of Superintendent or Designee	
Date _____	

*Certification: I hereby certify that all applicable state rules and regulations will be observed and that, to the best of my knowledge, the information contained in this application is correct and complete. I also certify that the funds will be used to supplement existing programs and all requirements listed for this grant..*

## Part II: Application Assurances

The applicant hereby assures and certifies that it will comply with the regulations, policies, guidelines, and requirements as they relate to this application, acceptance and use of federal funds for this federal-assisted project. In addition, the applicant certifies:

1. The applicant will possess legal authority to apply for the grant; that a resolution, motion, or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person certified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. The applicant will comply with Title VI of the Civil Rights Act of 1964 (PL 88-352), and in accordance with that Act, no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal assistance, and will immediately take any measures necessary to effectuate this agreement.
3. The applicant will comply with Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance.
4. The applicant will comply with Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance.
5. The applicant will comply with the requirements and intent of Subtitle-Part B of the Stewart B. McKinney Homeless Assistance Act (see 42 USC section 11431-11435) and assures:
  - (a) the local educational agency's combined fiscal effort per student, or the aggregate expenditures of that agency and the State, with respect to the provision of free public education by such agency, for the fiscal year preceding the fiscal year for which the determination is made was not less than 90 percent of such combined fiscal effort or aggregate expenditures for the second fiscal year preceding the fiscal year for which the determination is made; and
  - (b) compliance with, or use of requested funds to come into compliance with, subdivisions (3) through (9) of 42 USC Section 11432 (g) (42 USC Section 11433 (b)(2), (3); HR 6, IASA Section 723 (b)(2), (3).)
6. The applicant will comply with the Drug-Free Workplace Act of 1988 which requires the applicant to provide, or continue to provide, a drug-free workplace.

Name of Superintendent or Designee

Telephone

Signature

### Part III: Application Narrative (Sections A-F)

The emphasis of the 2000-2003 grant cycle is to ensure homeless student success in school through collaborative efforts with existing services. McKinney Act resources are used to: 1) assure that students enroll and attend school on a regular basis; and, 2) coordinate with school-based, community-based, and other services to provide opportunities for student success in reading and mathematics.

*(Note: Part III (Sections A-F) are to be a maximum of 15 single-spaced pages, using 12 font type with one inch margins.)*

**Abstract:** Provide an abstract of the proposed project not to exceed one page. The abstract is intended to provide an overview of the application and will not be counted nor scored as part of the 15 page maximum. Describe the services, programs, and the problems that will be addressed through the provision of these funds. Provide a description of the area to be served and demographics.

**Section A: Needs Assessment 15 points** – State how the need for services to homeless children and youth is determined.

- 1) Describe the need to implement a homeless education program. Provide reliable, valid, and comprehensive information on the nature and extent of the problem homeless children and youth have in: (a) gaining access to, and (b) improving success in public preschool, elementary and secondary schools.
- 2) Include the number and the method of identifying homeless children and youth enrolled in preschool, elementary, and secondary schools within the area to be served.

**Section B: Program Description 25 points** - State how the program provides homeless children and youth access to a comprehensive and balanced core curriculum.

- 3) Describe how McKinney Act authorized activities (SEC.723 (d)) will be uniquely utilized to assist students to enroll, attend, and succeed in school.
- 4) Describe how the LEA will provide academic support to ensure homeless children access the core curriculum. Include specific programs and intervention strategies. Include information about how homeless children and youth will have equal access to comparable services provided to non-homeless pupils who receive district, state, and federally funded programs.
- 5) Describe a professional development plan that expands the learning of staff, parents, families, and organizations about the needs of families and students living in homeless situations.



**Section C: Collaboration 30 points** – Describe the LEA collaboration and coordination efforts.

- 6) Describe collaboration and coordination with private, public, and other entities that serve homeless children and youth. Include how services with local shelters, other community service providers, and housing agencies working with homeless families will be coordinated.
- 7) Describe the collaboration and integration of services for homeless children and youth that link with Title I of the Improving America Schools Act (IASA) and make use of existing, and/or proposed use of, Title I Part A Reservation funds.
- 8) Describe how services will be coordinated and provided through existing school programs such as, yet not limited to, Healthy Start and After School Learning and Safe Neighborhoods Partnerships Program, Gifted and Talented Education, IASA Title I, Elementary School Intensive Reading Program, Pupil Promotion and Retention, Special Education, family literacy efforts, and other services that integrate pupils living in homeless situations with non-homeless pupils.
- 9) Describe how services provided do not supplant the regular academic program and are designed to supplement or improve services provided as part of the school's regular academic program.
- 10) Describe policies and procedures that will be implemented to ensure that activities carried out will not isolate or stigmatize homeless children and youth. State how services are provided in mainstream educational settings.
- 11) Describe local-level procedures for resolving disputes regarding educational placement and services of homeless children and youth.

**Section D: Evaluation 10 points** – Provide a description of the evaluation process which demonstrates that the impact of the program can be measured in terms of student performance and program successes.

- 12) Describe program impact as it enables homeless children and youth to meet content and performance standards expected of all students. Specifically address program evaluation measures and include how student achievement results will be linked with program evaluation.

**Section E: Budget 10 points** – List itemized budget amounts being requested in the appropriate line item, along with any In-Kind/Local Share.

- 13). Provide an itemized budget narrative justification that describe how expenditures support the program description. Describe, if appropriate, any in-kind contributions.

**Section F: Ability to Meet Needs: 10 points** – This section is for scoring purposes only and to evaluate the overall ability of the application to meet the needs of homeless children and youth.

## **Part V: Attachments**

- (1) Provide Memorandum(s) of Understanding
- (2) Letter(s) of Support when appropriate